

**SECTION C - TRAVEL AND TRANSPORTATION.**

This section includes the Document Types that deal with various types of travel, transportation and storage of household goods. Also included is an overview of the travel document types.

- 1. Overview:** All travel claims will be submitted by the traveler to the Personnel Service Center, Topeka, Kansas.
- 2. General Instructions:** The Travel Liquidation and Certification (TLC) Module processes Travel Claims and monitors travel advances and is discussed in Chapter 11. The following instructions are applicable to Non-TLC processing of travel claims:
  - a. Travel claims that cannot be processed through TLC must be submitted to FINCEN for manual processing using a Transmittal Cover Sheet. Transmittals must contain the following:
    - (1) Travel Office OPFAC.
    - (2) Transmittal number (current fiscal year and three sequential numbers).
    - (3) Individual voucher information (name, SSN, document ID).
  - b. Each transmittal must be supported with a copy of the certified travel voucher, **Travel Voucher Summary** and a copy of the travel order. Each voucher must be endorsed with transmittal number, date and Travel Authorized Certifying Officer (ACO) signature. Each claim must contain the member's SSN in order to facilitate processing.
  - c. All payments will be mailed by the Treasury directly to the address indicated in the "Check Mailing Address" block of the voucher **or direct deposited into Bank and account indicated in FINCEN T-16 table, if requested on claim.**
- 3. Unique Situations:** Travel claims that cover different travel orders (i.e., TAD orders for training and PCS orders with transfer after training) must be submitted with the applicable cost breakdown. The cost of each order must be shown separately on the bottom of the claim. Claims submitted without cost breakdown will have to be returned to the Travel ACO.

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12	PCS Travel Order	12C-16
13	Continuous Travel Orders	12C-19
14	Government Transportation Request (GTR)	12C-26
14	Government Travel Account (GTA)	12C-30
15	Government Bill of Lading (GBL) Government Owned Property	12C-33
15	Government Bill of Lading (GBL) Personal Property/Household Goods	12C-37
15	Commercial Bill of Lading (CBL) (Power Track)	12C-43a
17	Purchase Order for Household Goods Shipment	12C-44
17	Nontemporary Storage of Household Goods	12C-51
17	SPM Shipments	12C-59
17	Blanket Purchase Agreement for Household Goods Shipment	12C-66
17	Mass Transit Fare Benefit Program	12C-73